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Chief, Management Staff

3 December 1959

Chief, Records Management Staff

Weekly Report for Week Ending 9 December 1959

1. Contributionsa. Tangible

- (1) Five offices transferred 557 cubic feet of inactive records to the Records Center.
- (2) The Center destroyed 153 cubic feet of records leaving 751 cubic feet to be burned.
- (3) Completed four new and 6 revised forms.
- (4) Obsoleted 21 forms.
- (5) Retired 2 cubic feet and destroyed 1 cubic foot of Forms Management records.

b. Intangible

- (1) Evaluated 3 employee suggestions.

2. Assignments - Activea. Forms

- (1) Ten new and 10 revised.
- (2) Teletype Dissemination Information Reports and Systems.
- (3) Revision of Dispatch Forms.
- (4) Improved Management of Stocked Forms.
- (5) Expediting Printing of Information Reports.
- (6) Improvement of Quality of Information Reports.

Completed comments on a memorandum to all RD/P Reports Officers on "Proper Care and Use of Information Report Mats".

- (7) Forms for RPA-501 Computer System.

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- (1) Office of Personnel
- (2) Contact Division
- (3)
- (4) Office of Communications

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c. Filing Systems

- (1) Management Staff, OAM
This project further enlarged in scope to include
a uniform method for logging correspondence.

d. Records Control Schedule

- (1) Executive Registry
- (2) FI Staff
- (3)
- (4) OCI

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e. Special Projects

- (1) Revision and Reorder of Overnight Storage Boxes.
- (2) Entrance-on-Duty and Refresher Training Workshop in Filing.

Fifty-five DB/P employees registered for Workshop on 7 December.
- (3) Physical Consolidation of Vital Materials and Records Center.
- (4) Transfer of Certain Captured German Documents from State Department and National Archives to CIA.
- (5) Records of President's Advisory Committee on Political Refugees.
- (6) Records Management Survey of OL/RE & CD.
- (7) Records Management Survey of
- (8) Records Disposition Activity Promotion

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3. News

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- a. [] accepted an invitation to lecture on Forms Management at American University's Seventh Institute on Records Management. This Institute will be held at National Archives in June 1960.

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- b. [] was selected as chairman of a sub-committee of the Government Forms Management Round Table. His committee is concerned with establishing a professional society for Forms Managers.

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